



**DEPARTMENT OF THE ARMY**  
**JOINT READINESS TRAINING CENTER (JRTC) & FORT POLK**  
**NONCOMMISSIONED OFFICER ACADEMY**  
**FORT POLK, LOUISIANA 71459**



AFZX-GT-NCOA

7 October 2005

MEMORANDUM FOR All Soldiers and Noncommissioned Officers Assigned to the Fort Polk NCOA

SUBJECT: Academy Policy #6 – Instructor Training Certification (ITC) and Small Group Instructor Training Certification Program (SGITC)

1. Each Noncommissioned Officer assigned to the Fort Polk Noncommissioned Officer Academy will receive instruction in the small group process and certifications as a Small Group Leader prior to assuming duty as a Small Group Leader.
2. These certification courses ensure compliance with all regulatory guidance for instructor certification.
3. Instructors will conduct all training in accordance with the provisions established in the NCO Academy Standing Operation Procedures.
4. POC for this memorandum is the undersigned @ 531-4970.

**"Original Signed"**

JEFFERSON VARNER III  
CSM, USA  
Commandant